



# Lobbyist Registration

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## *User Guide*

Department of  
Code Enforcement

**Applicant's User Guide  
December 2015**



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Process to be outlined 2016

# CREATING A CITIZEN ACCESS ACCOUNT

The lobbyist registration process is through the Department of Code Enforcement's (DCE) web-based Citizen Access Portal. This application process allows applicants to file the lobbyist registration 100% electronically without having to visit DCE's office.

## Citizen Access Portal User Requirements

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### Internet Browser

The Citizen Access Portal will need one of the following web browsers:

Internet Explorer 10

Google Chrome 34

Mozilla Firefox 29

Safari 6

## Navigating to the Citizen's Access Portal

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The direct link to the Citizen Access Portal is:

<https://permitsandcases.indy.gov/citizenAccess/>

The Citizen Access Portal can be accessed through the DCE website by using the link on the left side of the page.

[www.indy.gov/DCE](http://www.indy.gov/DCE)

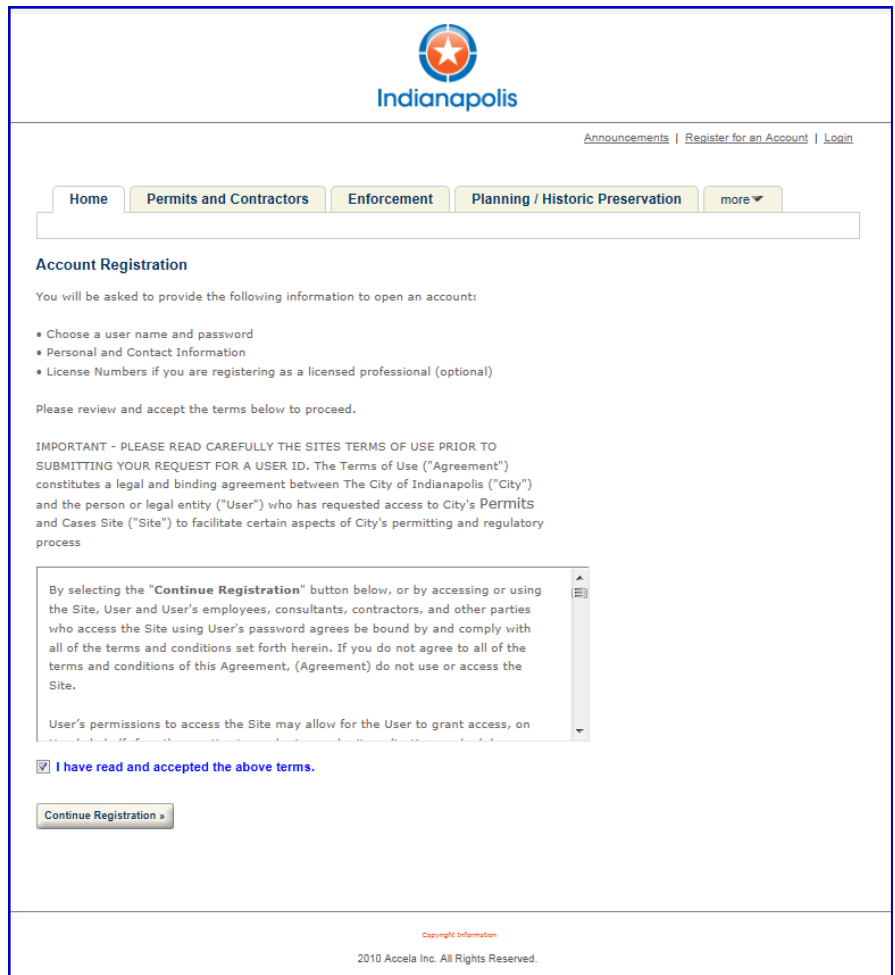


# CREATING A CITIZEN ACCESS ACCOUNT

## 1. Account Login

On the Citizen Access Portal homepage, click the link labeled 'New Users,' located below the login fields, to create an account.

The next screen contains terms and conditions to create an account. Please read before proceeding.



The screenshot shows the 'Account Registration' page of the Indianapolis Citizen Access Portal. At the top is the Indianapolis logo and navigation links: 'Announcements', 'Register for an Account', and 'Login'. Below the navigation bar are tabs for 'Home', 'Permits and Contractors', 'Enforcement', 'Planning / Historic Preservation', and a 'more' dropdown. The main heading is 'Account Registration'. Below it, a message states: 'You will be asked to provide the following information to open an account:'. A bulleted list follows: 'Choose a user name and password', 'Personal and Contact Information', and 'License Numbers if you are registering as a licensed professional (optional)'. A prompt asks the user to 'Please review and accept the terms below to proceed.' Below this is a detailed 'IMPORTANT' notice about the Terms of Use, which is expanded in a scrollable box. The expanded text states that by selecting the 'Continue Registration' button, the user agrees to the terms and conditions. At the bottom of the scrollable box, it says 'User's permissions to access the Site may allow for the User to grant access, on...'. Below the scrollable box is a checkbox labeled 'I have read and accepted the above terms.' which is checked. At the bottom of the form is a 'Continue Registration »' button. The footer contains 'Copyright Information' and '2010 Accela Inc. All Rights Reserved.'

# CREATING A CITIZEN ACCESS ACCOUNT

## 2. Login Information

On the next screen, create a user name and password.

The user name and password created will be used to gain access into the portal.



The screenshot shows the 'Account Registration Step 2: Enter / Confirm Your Account Information' page. At the top is the Indianapolis logo and navigation links: 'Announcements', 'Register for an Account', and 'Login'. Below this is a menu bar with 'Home', 'Permits and Contractors', 'Enforcement', 'Planning / Historic Preservation', and a 'more' dropdown. The main heading is 'Account Registration Step 2: Enter / Confirm Your Account Information'. A note states '\* indicates a required field.' The 'Login Information' section contains the following fields:

- \* User Name: (text input with a help icon)
- \* E-mail Address: (text input)
- \* Password: (text input with a help icon)
- \* Type Password Again: (text input)
- \* Select a Security Question: (dropdown menu with a help icon)
- \* Answer: (text input with a help icon)

## CREATING A CITIZEN ACCESS ACCOUNT

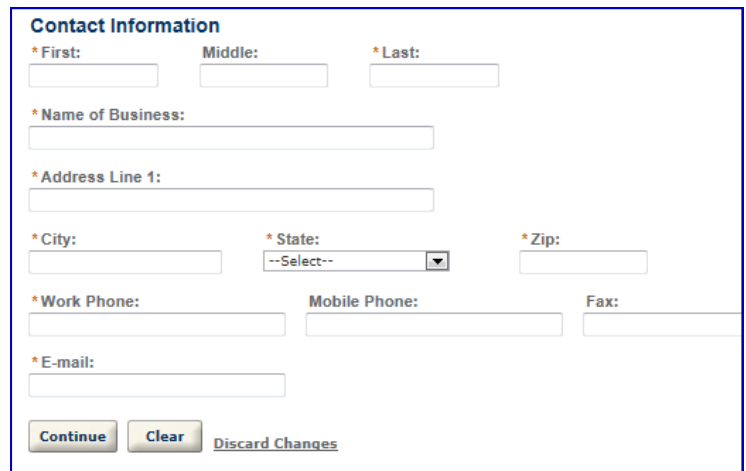
### 3. Contact Information

Below the Login Information, enter the contact information.

Click the 'Add New' button to proceed.

Input information in the popup screen and press the 'Continue' button.

Note: The email address entered will be used to verify the account in the next step.



The form is titled "Contact Information" and contains the following fields:

- \* First:
- Middle:
- \* Last:
- \* Name of Business:
- \* Address Line 1:
- \* City:
- \* State:
- \* Zip:
- \* Work Phone:
- Mobile Phone:
- Fax:
- \* E-mail:

Buttons at the bottom: Continue, Clear, Discard Changes

### 4. Continue Registration & Verification

After reviewing the contact information entered, click the 'Continue Registration' button to submit the new account request.



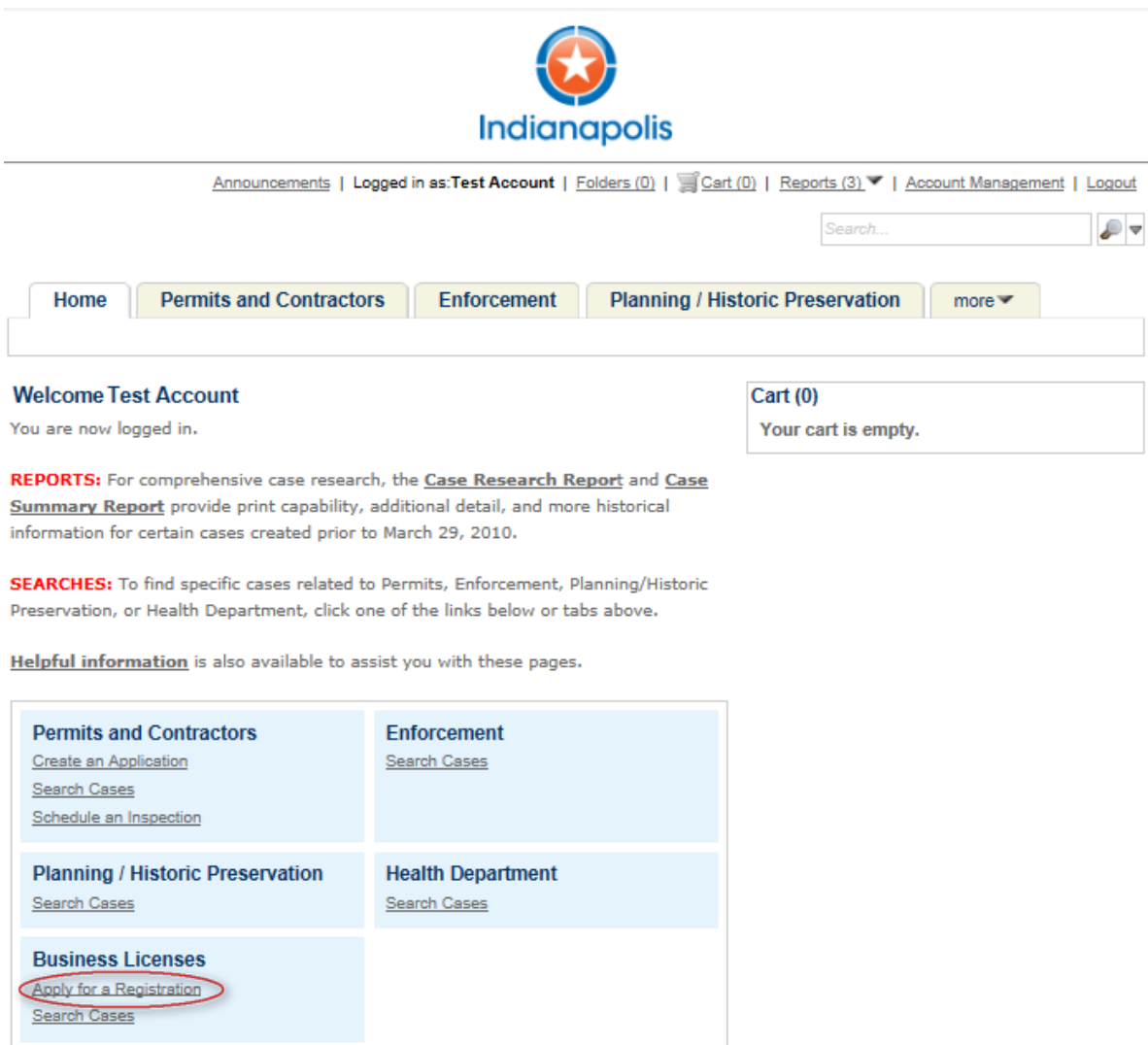
To complete the account creation, check your email for an email from [dce.noreply@indy.gov](mailto:dce.noreply@indy.gov). Click the link in this email to verify the account email address and be directed back to the Citizen Access login screen. Your account cannot be used until this email verification link is clicked.

Applicants can now log in with the username and password and create a lobbyist registration.

# CREATING THE LOBBYIST REGISTRATION

## 1. Opening a new registration

After logging into the Portal, click the link 'Apply for a Registration' under the Business Licenses heading.

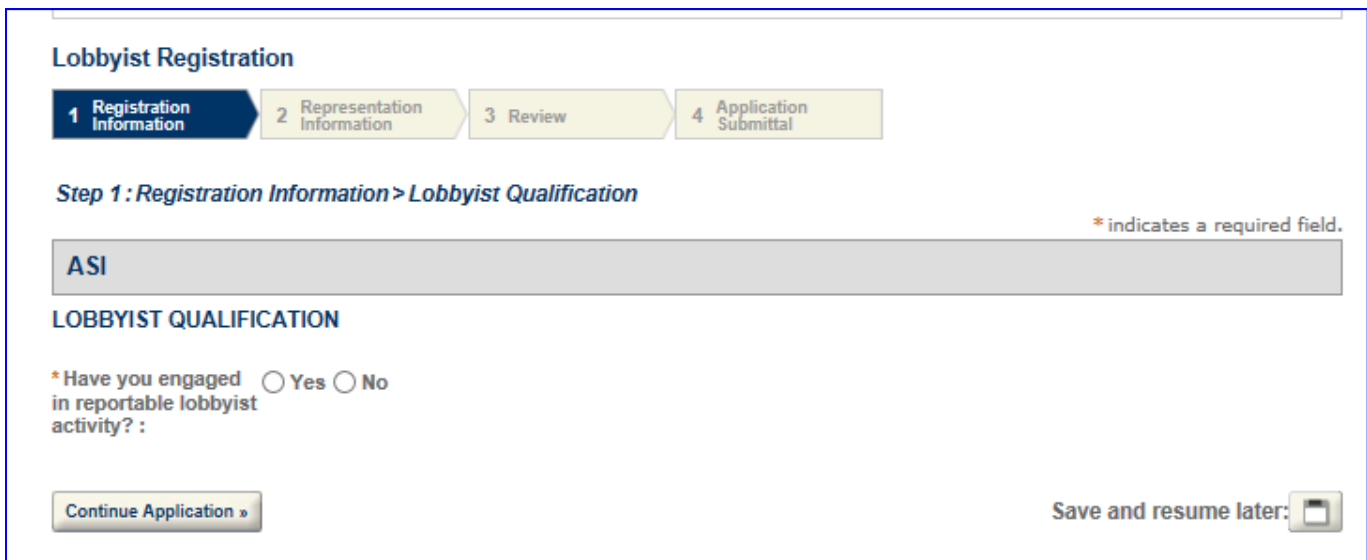


The screenshot shows the Indianapolis Department of Code Enforcement portal. At the top is the Indianapolis logo. Below it is a navigation bar with links: [Announcements](#), [Logged in as: Test Account](#), [Folders \(0\)](#), [Cart \(0\)](#), [Reports \(3\)](#), [Account Management](#), and [Logout](#). There is a search bar on the right. Below the navigation bar are tabs: [Home](#), [Permits and Contractors](#), [Enforcement](#), [Planning / Historic Preservation](#), and a [more](#) dropdown. The main content area has a 'Welcome Test Account' message stating 'You are now logged in.' To the right is a 'Cart (0)' box stating 'Your cart is empty.' Below the welcome message are sections for 'REPORTS' and 'SEARCHES'. The 'REPORTS' section mentions 'Case Research Report' and 'Case Summary Report'. The 'SEARCHES' section mentions 'Permits, Enforcement, Planning/Historic Preservation, or Health Department'. Below these is a 'Helpful information' link. At the bottom is a grid of links categorized by department: Permits and Contractors (Create an Application, Search Cases, Schedule an Inspection), Enforcement (Search Cases), Planning / Historic Preservation (Search Cases), Health Department (Search Cases), and Business Licenses (Apply for a Registration, Search Cases). The 'Apply for a Registration' link is circled in red.

# CREATING THE LOBBYIST REGISTRATION

After clicking the link to start the registration, review the terms and conditions page and select the check box to access the registration.

The progress bar at the top of the application guides applicants through the steps of the registration. The 'Save and resume later' button at the bottom right of the screen allows applicants to save entered information and resume the registration at a later time.



The screenshot shows the 'Lobbyist Registration' application interface. At the top, a progress bar indicates four steps: 1. Registration Information (active), 2. Representation Information, 3. Review, and 4. Application Submittal. Below the progress bar, the current step is 'Step 1: Registration Information > Lobbyist Qualification'. A text input field labeled 'ASI' is present. Below this, the section 'LOBBYIST QUALIFICATION' contains a question: '\*Have you engaged in reportable lobbyist activity? :'. The question has two radio button options: 'Yes' and 'No'. At the bottom left, there is a 'Continue Application »' button. At the bottom right, there is a 'Save and resume later:' button with a document icon. A note '\* indicates a required field.' is located in the top right corner of the form area.

## 1. Qualification

You will have to select whether or not you have engaged in lobbying activity at the City/County level that is required to be reported. The lobbyist registration ordinance with definitions and other resources can be found at [www.indy.gov/lobbyist](http://www.indy.gov/lobbyist)

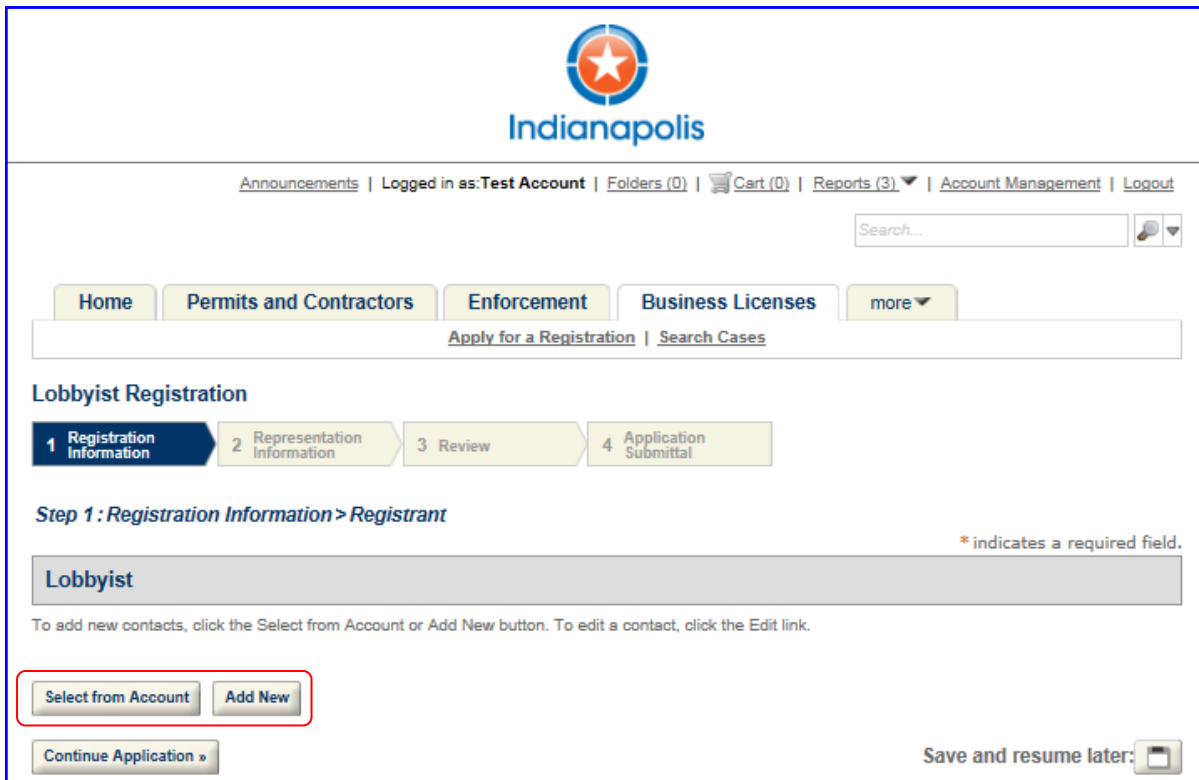
If you select no, you do not need to report at this time. If needed, please use the 'Save and resume later' button and complete the application at a later date.



# CREATING THE LOBBYIST REGISTRATION

## 2. Entering Lobbyist information on the registration

On the Registration Information page, enter the lobbyist's contact information. To use the contact information from the Citizen Access user account, click the 'Select from Account' button. Click the 'Add New' button to enter in new contact information.



Indianapolis

[Announcements](#) | Logged in as: **Test Account** | [Folders \(0\)](#) | [Cart \(0\)](#) | [Reports \(3\)](#) | [Account Management](#) | [Logout](#)

Search...

[Home](#) | [Permits and Contractors](#) | [Enforcement](#) | [Business Licenses](#) | [more](#)

[Apply for a Registration](#) | [Search Cases](#)

### Lobbyist Registration

1 **Registration Information** | 2 Representation Information | 3 Review | 4 Application Submittal


**Step 1: Registration Information > Registrant**

\* indicates a required field.

**Lobbyist**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

[Continue Application »](#) [Save and resume later:](#) 

# CREATING THE LOBBYIST REGISTRATION

## 3. Entering the representation information

On the Representation Information page, you will need to enter in the information for both the lobbyist's employer as well as any Real Party in Interest.

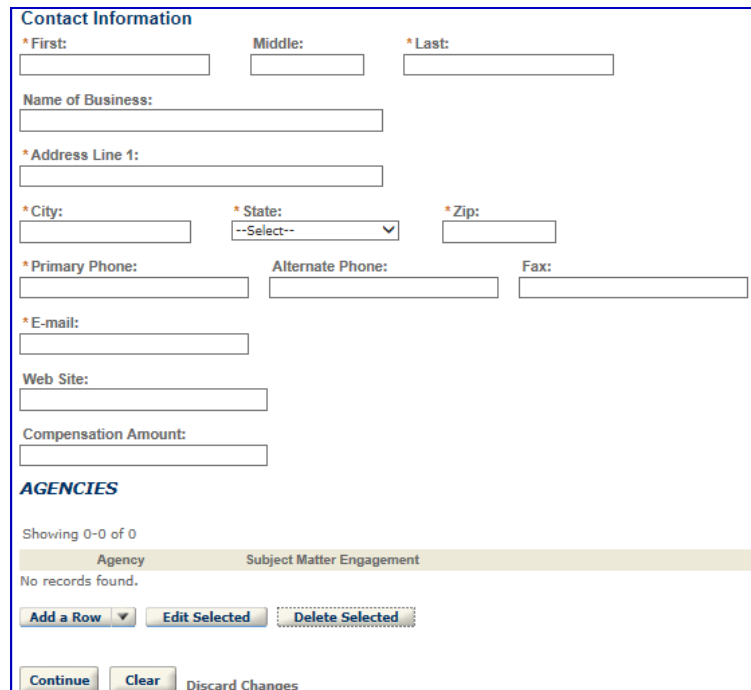
### Employer

Select the 'Add new' button under the Employer heading. You will be prompted to enter in the information for business contact information.

### Real Party in Interest

For each party the lobbyist represents, a new 'Real Party in Interest' contact will need to be added.

- Select the option for 'Add New'.
- You will be prompted to enter in the contact information for each Real Party in Interest.
- Before clicking the 'Continue' button, you will need to add the agencies that are lobbied to.
  - Click the button for 'Add a Row'
  - You will be prompted to select the agency and subject matter
  - Click submit.
- After all the agencies have been added, click the 'Continue' button.



After all the parties in interest have been added, click the 'Continue Application' button.

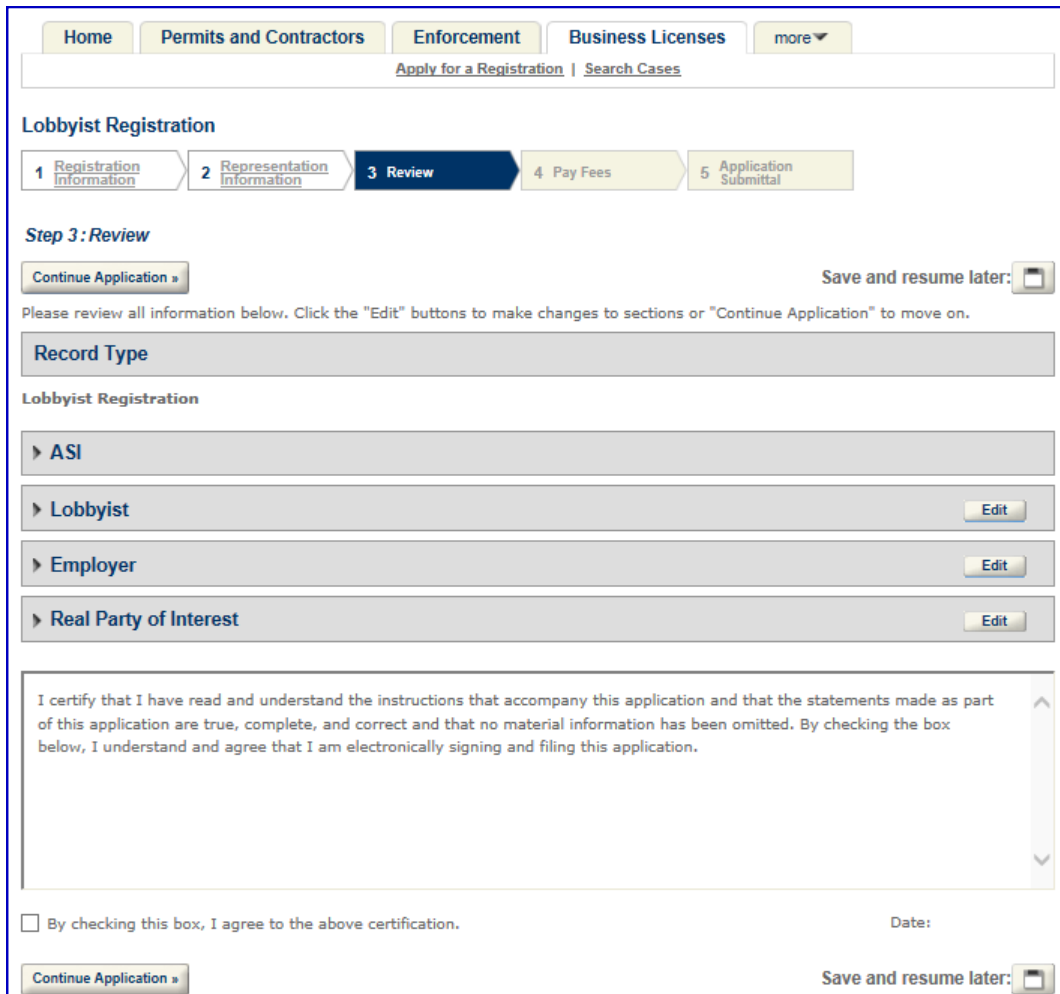
# CREATING THE LOBBYIST REGISTRATION

## 4. Reviewing the submittal

This next screen provides a summary of the overall registration.

Please review the information entered.

Once you have reviewed your application, and read the disclaimer, check the box at the bottom and click the button for 'Continue Application.'



The screenshot shows the 'Lobbyist Registration' process at Step 3: Review. The navigation bar includes 'Home', 'Permits and Contractors', 'Enforcement', 'Business Licenses', and a 'more' dropdown. Below the navigation bar are links for 'Apply for a Registration' and 'Search Cases'. The 'Lobbyist Registration' section shows a progress bar with five steps: 1 Registration Information, 2 Representation Information, 3 Review (current step), 4 Pay Fees, and 5 Application Submittal. The 'Step 3: Review' section contains a 'Continue Application' button and a 'Save and resume later' option. A message states: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.' Below this is a 'Record Type' section with 'Lobbyist Registration'. The 'Lobbyist Registration' section lists four categories: ASI, Lobbyist, Employer, and Real Party of Interest, each with an 'Edit' button. A large text area contains a certification statement: 'I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.' Below the text area is a checkbox labeled 'By checking this box, I agree to the above certification.' and a 'Date:' field. At the bottom are 'Continue Application' and 'Save and resume later' buttons.

## **CREATING YOUR LOBBYIST REGISTRATION**

### 5. Payment

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The fees page outlines the registration fee. When you click the button for 'Check Out', the fee will be added to your shopping cart.

In the shopping cart, you will have two options:

- Click on the button for 'Continue Shopping'  
This will allow you to go back to your list and start another registration. Using the shopping cart, you can pay for multiple registrations at the same time.
- Click the button for 'Check Out'  
This will take you directly to the payment screen where it will ask for your payment information.

Once you click the option to 'Check Out', you will be redirected to the City's third party payment processor's page to pay the registration fee with a credit card or an echeck. Please note the third party processor will assess a processing fee (\$2+2% for a credit card payment and \$2 for an echeck).

On the next few pages, you will be prompted to enter in the credit card information or account information for an echeck.

Note: The payment receipt will be sent to the email address entered on this page.



## USER HELP AND DCE CONTACTS

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For all questions related to the lobbyist registration, please contact:

[Department of Code Enforcement](#)

Phone: 317.327.4316

Email: [licensing@indy.gov](mailto:licensing@indy.gov)

For any questions regarding the online payment, contact the City's payment processor at:

[LogoIndiana](#)

Phone: 866-702-6008

Email: [customerservice@logoindiana.com](mailto:customerservice@logoindiana.com)

Check registration status online:

<https://permitsandcases.indy.gov/citizenaccess/>